

PARKS RULES & REGULATIONS POLICY

Revision Date: Monday, March 14, 2016

Parks Rules & Regulations Policy

These regulations were adopted on December 1, 2015, by the City of Hampton Parks, Recreation and Leisure Services Director. Failure to abide by these regulations may result in violators being prohibited from future use of park property, facilities, services, and or lawful actions.

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Definitions

For the purpose of interpreting these regulations the following definitions shall apply:

Park: shall refer to any property or facilities owned leased maintained by the City of Hampton. This is to include all school grounds maintained by the Hampton Parks, Recreation and Leisure Services Department.

Express Permission: shall refer to a special allowance granted by the Director or his/her designee on a case by case basis to conduct a specific behavior or activity in exception to these regulations.

General Provisions

Hampton Parks, Recreation and Leisure Services Department is a standard of pride for the City Council and city management because of the excellent service provided to citizens. Our employees are the most knowledgeable and innovative work force in Hampton Roads and stand with equal distinction along with the best of our sister cities in this region. The staff is empowered with clear and consistent policies that enable making the right decisions in every circumstance. We are well equipped and maintain the best facilities affordable. Our leadership, managers, and supervisors are skilled and go to extraordinary lengths to develop those in their charge to perform the tasks expected of a prized workforce.

The City of Hampton has been charged with the operation and maintenance of parks.

If any of these regulations or the application thereof to any person or circumstances, is held invalid, the remainder of the regulations and the application of such provision to other persons or circumstances shall remain in full force and effect.

Regulations

1. Hours of Operation

- A. Opening and Closing- No person shall enter a park before 7:00am or remain in a park after sunset unless the person is in a specially posted park, attending a special event permitted by the Park, is a bonafide camper who has a completed camping application or has the express written permission of the Park to be in a park before opening or after closing. If a patron is in a park outside of operating hours in accordance with exceptions above, the patron must leave the park by the closing time posted for the facility, park or event or specified in the permit.
- B. Visiting with Campers- Persons visiting with campers and renters are NOT exempt from a park's hours of operation as set forth above.
- C. Exception: The above provisions shall not apply to Briarfield Park, which shall be a primarily active athletic facility. Approved tournaments and organized athletic events, as scheduled and staffed by the parks and recreation department and which are permitted within the appropriate areas of the park, shall cease at 11:00 p.m. and the park shall be cleared of all persons and properly secured by 11:30 p.m. No special exceptions to this closure time shall be permitted

C.C. Sec.24-33, C.C. 26-22, §§ 18.2-119

2. Shelters, Camping

Shelters

- A. All equipment will only be placed in the allowed area that is assigned to the picnic shelter rented.
- B. Any equipment left unoccupied will be removed and disposed of,
- C. Picnickers will be responsible to pay for any and all damages that occur to the shelter during their rental time.
- D. All refuse and garbage is to be placed in the trash receptacles provided throughout the park, all extra garbage shall be placed in bags and placed next to the receptacles.
- E. The picnic area used shall be cleaned up and restored to its prior condition, including tables and benches.
- F. No burning of trash is permitted.
- G. No deep fryers and no cooking with oil is allowed in parks.
- H. Absolutely no confetti, rice, balloons or streamers of any kind may be used.
- I. Picnic tables are not to be removed from under picnic shelter.
- J. Subletting is not permissible and it invalidates any user permit.
- K. There is to be no selling of any goods on park property without express written permission of the director or his/her designee.

C.C. Sec. 26-26

Camping

- A. No pets allowed in yurts or on yurt platforms.
- B. Quiet must be observed between 10 PM and 7 AM.
- C. All campers will occupy and place equipment only on the assigned campsite.
- D. Any tent or other equipment left unoccupied for more than 36 hours may be disposed of.
- E. Campers will be responsible to pay for any and all damages that occur during your stay.
- F. You must be at least 18 years of age to reserve a campsite. One adult per 5 minors must accompany campsite reserved for groups less than 18 years old.
- G. Campers must have a permanent home address.
- H. Campers are allowed to camp in the park 14 days total per year, with a maximum of 7 days total per month. When 14 days have been used, campers will not be allowed to camp again for a year from last date of stay without express written permission of the director or his/her designee.
- I. Check-in time is at 2 PM. Check-out time is at 12 PM.
- J. Parking passes must be displayed where Park Rangers can visibly see through front window.
- K. Lanterns/lights operated by fuel are not permitted inside of tents. Smoking inside of tents/yurts is not permitted.
- L. A list of all campers on site must be provided.
- M. No person shall set up an overnight camping site except in areas posted and designated as camping areas.
- N. Campers shall register and pay appropriate fees.

O. No person shall dispose of sewage or gray water except in designated areas.

C.C. Sec 26-24.5

3. Wildlife and Green Space Protection

- A. No person or his or her pet shall harass, capture, remove, injure or kill any animal or its young or eggs, or disturb the nest, den, burrow, lodge, roost, dam, or other any structure of any animal, or attempt to do so.
- B. Feeding of wildlife is prohibited.
- C. No person shall remove from a park any plant or fungus.
- D. No person shall abandon, release or cause to be released any animal or other organism.
- E. No person shall plant any plant or release or cause to be released any plant or fungus seeds or spores unless approved by park staff.
- F. No person shall disturb or modify woodlands, streams, stream banks, ponds, lakes, wetlands, creeks, tributaries or other natural areas.
- G. No person shall remove or use any wood, wood chips, sod, earth, humus, rocks, minerals, fossils, sand, water or any other natural material.
- H. No person shall enter into the dunes and must stay out of posted bird nesting areas. Entering into designated posted bird nesting areas is a violation of law.
- I. If you are working with a local university or college and conducting any type of sampling or collections you must first obtain a Specimen Collection Permit from the Chief Park Ranger or his/her designee.
- J. Any agency working with the City of Hampton to remove nuisance wildlife must have an approved agreement between that agency & the City of Hampton before any removal is conducted.
- K. No person shall drive any motor vehicle, with the exception of emergency vehicles and other authorized vehicles, upon the grass footways or elsewhere in the public parks, public playgrounds, public beaches or public recreational areas of the city other than upon the roads or parking areas of such public parks, public playgrounds, public beaches or public recreational areas of the city; provided, that the Director of Parks, Recreation and Leisure Services may permit the temporary use of such areas for parking of vehicles for the transportation of goods or materials for use on the premises.

C.C. Sec. 5-110, C.C. Sec. 5-111, C.C. Sec. 5-112, C.C. Sec. 26-32 C.C. Sec. 26-33, §§ 29.1-521, §§ 18.2-140

4. Fishing

- A. Fishing is allowed unless otherwise posted.
- B. Persons fishing shall comply with all local and state laws and special conditions established by the park.
- C. For more information on Virginia State fishing regulations please visit, www.vdif.virginia.gov and www.mrc.state.va.us.

C.C. Sec. 26-35, §§ 28.2-225, §§ 29.1-335

5. Fires

- A. No person shall start or use a fire within a park except in facilities provided or approved for this purpose.
- B. Fires shall be attended at all times and fully extinguished before the site is left unattended.
- C. No person shall violate any provision of fire bans that the park may institute from time to time in order to protect the park resources or public.

C.C. Sec. 14-11, C.C. Sec. 14-12, C.C. Sec. 14-13, §§ 10.1-1142 D, §§ 10.1-1142 B

6. Motor Vehicles and Traffic

- A. Where no speed limit is posted, no person shall operate a motor vehicle within a park at a speed greater than 15 miles per hour.
- B. No person shall park a motor vehicle in areas of a park other than those designated as parking areas. Motor vehicles may not be parked overnight in a park without express written permission. Motor vehicles left overnight in violation of this regulation may be ticketed and/or towed.
- C. No person shall drive any motor vehicle, with the exception of emergency vehicles and other authorized vehicles, upon the grass footways or elsewhere in the public parks, public playgrounds, public beaches or public recreational areas of the city other than upon the roads or parking areas of such public parks, public playgrounds, public beaches or public recreational areas of the city; provided, that the director of parks and recreation may permit the temporary use of such areas for parking of vehicles for the transportation of goods or materials for use on the premises. Motorized wheelchairs and other motorized assistive devices for mobility impaired persons are permitted in all areas where pedestrian access is permitted, unless otherwise posted.
- D. No person shall operate within a park a motorized vehicle not licensed for regular use upon public highways.
- E. No person shall operate within a park any vehicle machinery used for earth moving operations whether or not licensed for regular use upon public highways unless approved by staff.
- F. Motor assisted bicycles (mopeds) are permitted only in areas where motor vehicles are permitted.

C.C. Sec.26-33, §§ 46.2-864, §§ 46.2-852

7. Business Activities, Soliciting and Advertising

- A. No person shall sell or make an offer to sell goods or services or conduct business activities within a park without the express written permission of the Park Manager.
- B. No person shall solicit monetary or other valuable contributions from others in a park in violation of the Hampton City Code.
- C. No person shall advertise goods, services or events within a park without the express written permission of the Park Manager. For the purposes of this regulation, advertisements include, but are not limited to, the distribution or

- posting of handbills, flyers, coupons or public announcements or signs mounted on vehicles.
- D. No person shall have any special event as described by Parks and Recreation, and local ordinances without filling out a special event permit prior to event.

C.C.Sec.24-50, C.C. Sec.21-188, C.C. Sec.26-26, C.C. Sec 26-32, C.C. Sec. 31-36

8. Amplified Sound

Radios, tape players, compact disc players, loud speakers or other devices used for the amplification of sound, shall be operated in city parks, only to the extent allowed by the Hampton City Code.

C.C. Sec. 22-9.7, C.C. Sec. 22-10, C.C. Sec. 26-28, C.C. Sec. 26-29

9. Hunting and Trapping

A. No person shall hunt or trap wildlife in a park without written permission from the Director of Parks, Recreation and Leisure Services or his/her designee, and the Park Manager or his/her designee while following all local, state and federal laws.

C.C. Sec. 40-18, §§ 18.2-134, §§ 29.1-521, §§ 29.1-335

10. Swimming, Bathing, Wading, Boating, Beaches, Piers

Swimming, Bathing Wading

A. Swimming, bathing, and wading are prohibited in bodies of water, to include, but not limited to, streams, creeks, rivers, ponds or lakes, within or adjacent to a park. Except for designated swimming areas at beaches.

Boating, Beaches, Piers

- A. No person shall have a dog on a beach, or boardwalk whether leashed or not, between the dates of May 15-September 15.
- B. No person shall possess or consume alcoholic beverages while on any beach, pier or while boating in any park.
- C. No person shall fly or cause to be flown any kite while on any beach.
- D. No person shall use or possess any Styrofoam coolers while on any beach or pier or while boating.
- E. No person shall bring any grills or cooking implements to any beach, pier or while boating.
- F. No person shall pitch any tent on any area at any beach.
- G. No person shall ride a bicycle on any beach except for on bicycle pathway.
- H. Swimming without lifeguard on duty is at your own risk.
- I. No person shall go upon any pay-pier without first checking in with the ticket office/concession area.
- J. No person shall launch any personal watercraft including but not limited to, inflatables, canoes, kayaks, Jon Boats, Paddle Boats, or rafts in any park without written permission, except in areas designated for this types of activity. All such watercraft must be brought back to the launching area by sunset.

- K. No person shall walk or climb on any rock jetty or groin on any public beach
- L. All trash or other solid waste brought in to a park or created by a visitor while in the park must be removed by that visitor by taking the trash out of the park or placing it in an appropriate trash receptacle.
- M. No person shall have a dog on a Factory Point whether leashed or not, between the dates of April-September 15.

C.C. Sec 7-2, C.C. Sec 7-47, C.C. Sec. 14-12, C.C. Sec. 26-37, C.C. Sec. 7-31, C.C. Sec. 7-46, C.C. Sec. 7-49, C.C. Sec. 7-50, C.C. Sec.7-51, C.C. Sec 7-53, C.C. Sec. 24-13.1, §§ 4.1-308, §§ 33.1-346, §§ 15.2-1110

11. Protection of Park Property

- A. No person shall erect or construct any structure of any kind, install or perform any maintenance on any utility, equipment or other device on, below, over or across any park, unless directed by the Director of Parks, Recreation and Leisure Services.
- B. No person shall in any way alter, damage, remove or deface any facilities, features, vegetation, manmade object or equipment in a park, nor erect or store personal property, plant vegetation or deposit debris or refuse in a park as an extension of a use on adjacent property without the express permission of the Director or his/her designee.
- C. No person shall make any excavation by tool, equipment, blasting or other means in a park.
- D. No person shall bicycle, skate or ride horses off established trails, walkways or roadways.
- E. No person shall create any new trails without permission of park staff. All park guest should hike only on designated trails.
- F. No person shall enter into the dunes and must stay out of posted bird nesting areas. Entering into designated posted off limit areas is a violation of law.
- G. No person shall walk or climb on any rock jetty or groin on any public beach.
- H. No person shall drive any motor vehicle, with the exception of emergency vehicles and other authorized vehicles, upon the grass footways or elsewhere in the public parks, public playgrounds, public beaches or public recreational areas of the city other than upon the roads or parking areas of such public parks, public playgrounds, public beaches or public recreational areas of the city; provided, that the director of parks and recreation may permit the temporary use of such areas for parking of vehicles for the transportation of goods or materials for use on the premises.

C.C. Sec. 13-1.5, C.C. Sec. 24-31, C.C. Sec 26-32, C.C. Sec. 26-34, CC Sec. 26-35 §§ 15.2-1812.2, §§ 18.2-140

12. Alcohol, Amusements, Playgrounds, Inflatables

- A. No person shall drink, possess or distribute any alcohol in any park, unless pursuant to a valid license issued by the Virginia Department of Alcoholic Beverage Control.
- B. No person over the age of 12 shall use any playground equipment.

- C. No person shall leave his or her child unsupervised at any playground.
- D. No person shall smoke at any playground, except for in designated areas.
- E. No person shall use the equipment in such a manner that is dangerous.
- F. Any person engaged in a hazardous recreational activity at any skate or bike park must wear a helmet, elbow pads, knee pads, other appropriate safety equipment at all times.
- G. All users of any skate/bike park engaged in any activity whatsoever shall assume all risks associated with use of the park.
- H. No person shall erect or have erected any inflatable without a permit from the Hampton Community Development Department.
- I. All park officials have the right to have inflatable equipment taken down if it is being used in an unsafe manner or if storms with high winds or the threat of storms with high winds exist.
- J. No person shall leave their inflatable structure unattended in any park for any length of time. A trained operator for the equipment most be with the equipment any time that it is being used.
- K. All inflatable amusements must have a general liability insurance certificate naming the City of Hampton as additionally insured for 1 million. A copy of the certificate needs to be filed with the City of Hampton at least 72 hours prior to the event date by faxing to Risk Management 757-727-1470 and Parks, Recreation and Leisure Services Department. 757-727-8313.

C.C. Sec. 6-32

13. Rest Rooms, Bath Houses

- A. No person shall remain in the vicinity of a washroom, restroom or bathhouse in a park with the intent to harass, intimidate or solicit users of such facility.
- B. No person shall engage in inappropriate behavior in restrooms, washroom, or bathhouses. For the purpose of these regulations inappropriate behavior includes, but is not limited to, sexual activity, use of controlled substances, sleeping, loitering, washing clothes, bathing any part of the body other than hands or face in fountains or sinks-or any activity prohibited by law.

14. Restricted Areas

A. No person shall enter any area in a park designated and posted as off limits.

C.C. Sec 5-111, C.C. Sec. 24-33, §§ 18.2-119

15. Athletic use facilities

A. Use of an athletic field that results in a gathering of 50 or more participants, including spectators, shall require the express written permission of the Director or his/her designee.

C.C. Sec, 26-26

16. Domestic Animals

- A. No person shall have in his or her custody within a park any animal, that is not either caged, or on a leash and under the persons control; except that a dog may be under the direct supervision of its owner or their agent without a cage or leash in an area designated as an off-leash dog park.
- B. No person shall ride or lead a horse other than in an area designated by the park for horseback riding.
- C. Pony rides are allowed with written permission of Parks and Recreation. All pony ride operators must have insurance covering the specified use of the ponies and must clean up after their pony before leaving the park.
- D. No person shall feed any domestic animal other than an animal under his or her own care within a park.
- E. Owner or caretaker shall remove all animal excrement from park.

C.C. Sec. 5-8.1, C.C. Sec. 5-38, C.C. Sec. 26-34

17. Public Gathering

A. No person shall organize or engage in a public gathering unless such gathering complies with the Hampton City Code.

18. Metal Detectors

- A. No person shall use a metal detector or similar device within on City property without the express written permission of the Director or his/her designee.
- B. Before metal detecting at a public beach within the City of Hampton you must first complete the Metal Detecting Safety Course through Hampton Parks, Recreation and Leisure Services and comply with all safety regulations.

19. Historic Artifacts

A. No person shall damage, disturb or remove any historic artifacts, historic features or other man-made objects on City property without the express written permission of Director or his/her designee. For the purposes of these regulations, "historic artifacts" are any material remains that give physical evidence to human occupation, habitation, use or activity; and historic features including, but are not limited to, walls, fence lines, cellars, fire pits, mill races, trenches, tent platforms, quarries or any other man-made arrangement of materials or the trace thereof.

C.C. Sec. 26-32

20. Maintenance of Motor Vehicles

A. No person shall repair a motor vehicle in a park. In no case shall anyone discharge or cause to be discharged hazardous substances, including but not limited to, fuel, antifreeze or motor oil, in a park.

21. Signs

A. No person shall post signs in a park except at locations designated by and with express written permission of the Director or his designee.

C.C. Sec. 26-32

22. Remote-Control Devices and Powered Models or Toys

A. No person shall operate hobby rockets, remote controlled gliders or powered remote control or tethered planes, boats, cars, or other like devises in a park without the approval of the parks manager.

23. Ice Skating

A. No person shall go upon the ice of any body of water in a park for any reason.

24. Dangerous Devices

- A. No person shall operate in a park any devise or undertake any activity which will cause a projectile to be loosed or propelled which could injure a person or animal or damage property. Activities and devices restricted under the provision include, but are not limited to, the hitting of golf balls, and the operation of a bow and arrow, crossbow, taser, spear, slingshot, dart device or other device designed for high speed missile projection.
- B. No person shall possess or discharge pyrotechnics (fireworks/firecrackers) in any park.

C.C. Sec. 14-14

25. Professional Filming

A. All professional filming inquiries most go through the Hampton Convention Visitors Bureau for approval and proper paperwork. All requests should be filed 30 days prior to filming to allow time for review and approval. For the purposes of this section, professional filming means filming conducted for commercial purposes. Please contact Mary Fugere at mary@hamptoncvb.com for assistance.

26. Rentals

A. All rentals of picnic shelters, conference rooms and or facilities are only taken the first day of business in January for the new calendar year.

27. Concession, Peddler Restrictions

A. All concession sales and peddlers must comply with all ordinances of the city, laws of the commonwealth and regulation within the Parks. Recreation and Leisure Services Rules and Regulations Policy.

- B. If the person conducting the sale or exchange is on city property they shall first have permission from the Parks, Recreation and Leisure Services Department and provide a copy to the Commissioner of the Revenue office.
- C. No mobile concession unit that is conducting a sale or exchange may remain within any one block area for more than fifteen (15) minutes before moving to another block.
- D. No sale or exchange shall be made in any street or public right-of-way within twenty-five (25) feet of any intersection.
- E. The city reserves the right to award concession rights to certain parks within the city. The concession contracts shall be subject to the direction, supervision and control of the city manager or his designee. All concessionaires shall comply with all health and safety requirements.

C.C. Sec. 15-166, C.C. Sec.15-167, C.C. Sec.15-168, C.C. Sec.15-169, C.C. Sec. 15-170, C.C. Sec. 15-171, C.C. Sec. 15-172, C.C. Sec. 15-173, C.C. Sec. 15-173, C.C. Sec.26-30, C.C. Sec. 26-31, C.C. Sec. 26-31.1, Sec. 34-7

28. Geocaching / Letterboxing Policies

Geocaching, also known as GPS Stash Hunting or GeoStash, involves "hiding" items, usually containers holding various "treasures" and then providing specific Global Positioning Satellite (GPS) coordinates for each "cache" on a website. Visitors to these websites can choose which "cache" they would like to locate using their own personal GPS. Cache searchers typically bring along their own "treasures" and make an exchange once the cache has been located.

Letterboxing, at its basic, is like a treasure hunt type game. Small boxes are hidden in various locations—usually outdoors, though many are planted indoors as well—and the creator of the box will release clues so others can go out and find them later. The box is expected to have a logbook that finders can log into and a unique stamp, usually hand carved, that the finder can stamp into their own personal logbook as a record of all the letterboxes they've found. Most letterboxers have a unique stamp to represent themselves, called a signature stamp, which they stamp into the logbooks found inside letterboxes.

I. CACHE / LETTERBOXING PERMITS:

- A. Placement of a cache / letterbox on City of Hampton Parks, Recreation and Leisure Services property must be secured with a permit.
- B. The person applying for a permit must provide a valid address, telephone number, email address, and website address on which the cache / letterbox will be posted.
- C. The exact location of the cache / letterbox must be pre-approved by the City of Hampton Parks, Recreation and Leisure Services Director or his/her designee whose main concern will be public safety and the prevention of undesirable impacts to natural and cultural resources.
- D. The exact cache / letterbox location, including GPS coordinates, must be stated on the permit. A map with location indicated and picture of cache needs to be included. A marker where the cache will be located needs to be placed and removed once cache is placed.

- E. All permits are good from date of issue until DECEMBER 31 of the year of issue. After that date, the cache / letterbox must be removed or a new permit must be issued. Permits may be renewed within ten days of expiration.
 - NOTE: If, during the one (1) year effective period of a permit, a permit holder wants to change the location of the cache / letterbox, a new permit must be issued and the effective permit cancelled.
- F. Upon expiration of a permit, the permit holder is responsible for removing the cache and for removing the cache / letterbox location from all the websites and any information source.
- G. If the permit holder fails to remove the cache / letterbox, it will be removed by the park staff and held for (10) days, after which staff will dispose of the cache / letterbox and all of its contents. Confiscation and disposal by park staff will be recorded on the permit.
- H. Sandy Bottom Nature Park and Grandview Wildlife Preserve will only be issued (10) caches and (2) letterbox permits for each facility. All other parks in the City of Hampton will be allowed caches / letterboxes as long as they are at least 20 miles apart from each other. If a permit is not held by the Hampton Parks, Recreation and Leisure Services staff, the cache / letterbox will be removed from Hampton Parks, Recreation and Leisure Services property. The park staff will notify the cache hider and hold the cache for (10) days for individual to pick up, after which staff will dispose of the cache / letterbox and all of its contents. Confiscation and disposal by park staff will be recorded on the permit.

II. CACHE / LETTERBOX CONTAINERS AND CONTENTS

- A. Cache / letterbox containers must be non-breakable and have some form of latch or other closing mechanism to prohibit content exposure to wildlife.
- B. Cache / letterbox may not contain inappropriate or dangerous items. Such items include, but are not limited to, food, medications, alcohol, personal/hygiene products, pornography, weapons of any type, etc. Logbooks are required in all Geocaches in Hampton Parks.
- C. All Caches / letterbox are subject to random inspections by park staff. Parks staff has the authority to immediately remove any item held in a cache / letterbox deemed unacceptable. Parks Staff also has the right to remove a cache / letterbox for any reason.
- D. Caches / letterbox can not be locked they must be accessible at anytime.
- E. Cache / letterbox must have information posted on the outside of the container identifying it as a cache / letterbox and must also have the owners information posted on it.

III. CACHE / LETTERBOX LOCATIONS:

- A. Physical caches / letterboxes are prohibited in any facility or structure located in a city park.
- B. The location of a cache / letterbox must be pre-approved by the Hampton Parks, Recreation and Leisure Services staff.

- C. Caches/ letterboxes may not be placed in dangerous, inappropriate areas habitats, underground, underwater, or in trees.
- D. Metal detectors may not be used in cache / letterbox searches.
- E. All caches located in the back of Sandy Bottom off the trails will be required to have posted a warning to stay on the trail due to Canebrake Rattlesnakes.

IV. COMPLIANCE:

- A. Failure to comply with park guidelines will result in the revocation of effective geochacing/ letterboxing permits. Continued failure to comply with these guidelines will prevent the issuances of any further geocaching / letterboxing permits to the non-compliant group or individual.
- B. If geocaching / letterboxing activities as a whole are found to have a negative impact on the park resources, or if safety becomes an issue in geocaching / letterboxing searches, then the park director may ban geocaching / letterboxing from certain areas or from entire park.
- C. Parks Staff has the right to remove a cache / letterbox from park property for any reason.

C.C. Sec. = City Code Section §§ = State Code of Virginia

APPROVED BY:

Kevin W. Myers, Directo*f*

Hampton Parks, Recreation and Leisure Services